SUPPORT TO THE HIV/AIDS RESPONSE IN ZAMBIA II (SHARe II)

ANNUAL WORK-PLAN
Period: January 1, 2012 – December 31, 2012

Contract No: GHH-1-00-07-00059-00
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FROM THE AMERICAN PEOPLE

ZAMBIANS AND AMERICANS
IN PARTNERSHIP TO FIGHT HIV/AIDS

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Acronyms

AB	Abstinence, Be Faithful
AIDS	acquired immunodeficiency syndrome
ART	anti-retroviral therapy
CA	cooperative agreement
CAPAH	Coalition of African Parliamentarians against HIV & AIDS
CBA	cost-benefit analysis
CBO	community-based organization
CDC	Centers for Disease Control and Prevention
CHAMP	Comprehensive HIV/AIDS Management Program
COP	Country Operating Plan
CT	counseling and testing
DATF	District AIDS Task Force
DCoP	Deputy Chief of Party
FAWEZA	Forum for African Women Educationalists in Zambia
FAZ	Football Association of Zambia
FBO	faith-based organization
GBV	gender-based violence
GDA	Global Development Alliance
GRZ	Government of the Republic of Zambia
HIV	human immunodeficiency virus
HMIS	health management information system
HOC	House of Chiefs
HR	human resources
JSI	JSI Research & Training Institute, Inc.
IGA	income-generating activity
IMSF	Inter-Ministerial Stakeholders Forum
IR	Intermediate Result
KAP	knowledge, attitudes and practices
LAZ	Law Association of Zambia
LBF	Lower Business Forum
LTA	Livingstone Tourism Authority
MACO	Ministry of Agriculture and Cooperatives
MC	male circumcision
MCP	multiple and concurrent partners
M&E	monitoring and evaluation
MHA	Ministry of Home Affairs
MP	Member of Parliament
MTC	Ministry of Transport and Communication

MTENR	Ministry of Tourism, Environment and Natural Resources
NAC	National HIV/AIDS/STI/TB Council
NARF	National HIV/AIDS Reporting Framework
NASF	National AIDS Strategic Framework
NGO	nongovernmental Organization
NRFZ	National Royal Foundation of Zambia
OD	organizational development
OHPS	Other Policy Analysis and System Strengthening
OVC	orphans and vulnerable children
PATF	Provincial AIDS Task Force
PC	palliative care
PEP	post-exposure prophylaxis
PEPFAR	President's Emergency Plan for AIDS Relief
PLWH	people living with HIV
PMTCT	prevention of mother-to-child transmission
PPP	public-private partnership
RRF	Rapid Response Fund
SHARe	Support to the HIV/AIDS Response in Zambia
SHARe II	Support to the HIV/AIDS Response in Zambia II
SO	strategic objective
SSCI	Seed Certification and Control Institute
TOR	terms of reference
USAID	United States Agency for International Development
USG	United States Government
ZamAction	Zambia Action against HIV/AIDS
ZAWA	Zambia Wildlife Association
ZBCA	Zambia Business Coalition on HIV/AIDS
ZDHS	Zambia Demographic and Health Survey
ZSBS	Zambia Sexual Behavior Survey
ZHECT	Zambia Health and Education Communication Trust
ZINGO	Zambia Interfaith Networking Organization
ZWAP	Zambia Workplace HIV/AIDS Partnership

I. Program Overview

The USAID-funded Support to the HIV/AIDS Response in Zambia II (SHARe II) project was signed on November 9, 2010 for a five-year period extending through November 4, 2015. SHARe II is implemented by John Snow Inc. (JSI) and partners: Initiatives Inc; LEAD Program-Zambia; Zambia AIDSLaw Research and Advocacy Network (ZARAN); Zambia Interfaith Networking Organization on HIV (ZINGO); and Zambia Health Education and Communication Trust (ZHECT).

SHARe II Project Purpose

The purpose of the SHARe II project is to support and strengthen the multi-sector response to HIV and AIDS and contribute to the achievement of the USAID/Zambia Mission strategic objective to reduce the impact of HIV/AIDS through Multi-Sector Response, and ultimately, the attainment of GRZ's vision of a 'nation free from the threat of HIV/AIDS'. SHARe II builds upon successes, innovations and best practices, including those from SHARE I, and works through strategic coalitions and partnerships with the National AIDS Council (NAC) and other stakeholders to support Zambia's HIV/AIDS response efforts, and thus contributing towards the attainment of Zambia's vision of a 'nation free from the threat of HIV/AIDS'.

SHARe II Vision

The SHARe II Vision is an enabling environment that supports an equitable and sustainable HIV/AIDS multi-sectoral response at all levels.

SHARe II Mission

The SHARe II Mission is to serve as a catalyst in the development of a sustainable and effective HIV/AIDS multi-sectoral response at all levels, through innovative leadership involvement, an improved policy and regulatory environment, strengthened structures for coordination, collaboration and technical support, and enhanced workplace programs, to reduce the impact of HIV/AIDS in Zambia.

SHARe II Project Goal

SHARe II's Goal is to support the GRZ's vision of "a nation free from the threat of HIV/AIDS," working in partnership with the NAC and other GRZ agencies and institutions, Cooperating Partners, and other stakeholders and partners to support efforts to mitigate the impact of HIV/AIDS in Zambia.

The SHARe II project addresses the following Intermediate Results (IRs) under SO9 in the USAID/Zambia Country Strategic Plan FY2004 – 2010:

IR9.1 Reduced HIV/AIDS Transmission: Including HIV/AIDS prevention through workplace programs;

IR9.2 Improved Care and Support for People living/affected by HIV/AIDS: Including support to PLWA groups, stigma reduction, and human rights advocacy for people living/affected by HIV/AIDS, especially females, and promoting care and support through workplace programs;

R9.3 Strengthened capacity of key sectors to mitigate the HIV/AIDS Impact: Including support to coordinating structures at National, Provincial & District level; and

IR9.4 Improved Policy and Regulatory Environment: Including advocacy for improved policies and actions, and support to development of HIV/AIDS workplace policies.

SHARe II Project Objectives

To achieve success toward realizing these IRs, SHARe II has the following four project objectives or tasks:

Objective 1: **Strengthen and expand leadership involvement in HIV/AIDS and improve the policy and regulatory environment;**

Objective 2: **Strengthen organizational and technical capacity of coordinating structures to sustain the HIV/AIDS response;**

Objective 3: **Strengthen and expand HIV/AIDS workplace programs;**

Objective 4: **Strengthen collaboration and coordination of HIV/AIDS activities with the GRZ, USG funded partners, and other stakeholders**

An important facet of the SHARe II project is to replicate and scale-up achievements from SHARe I. The four project objectives are based on the foundation established through SHARe I. Similarly, the implementation strategies that follow take cognizance of this and build on the SHARe I project, incorporating lessons learned and advancing successes and best practices, both from within the SHARe I project and from the wider public health arena

II. Principal Implementation Strategies and Expected Results by End of Project (EOP) by Objective

Objective 1:   Principal Implementation Strategies and Expected EOP Results

Strengthen and expand leadership involvement in HIV/AIDS and improve the policy and regulatory environment

SHARe II will strengthen and improve the overall HIV/AIDS response environment to enable and facilitate the scale-up of a sustained and appropriate, multi-sectoral HIV/AIDS response, through engagement, mobilization and equipping of leaders at all levels with the necessary skills to be effective change-agents, and through strengthening and supporting the enactment, formulation, and implementation of appropriate HIV/AIDS-related policies and laws.

Objective I: Principal Implementation Strategies

SHARe II's principal implementation strategies under Objective 1 are outlined below.

Strategies to *Actively engage and mobilize (catalyze) leadership (MPs, GRZ, Traditional, Religious, PLWA and Other Influential Leaders) to increase participation in HIV/AIDS activities are:*

1   Identify leaders, and assess and foster leadership commitment and capability
2   Build the capacity of leaders to transmit correct, up to date messages using their comparative advantage

Strategies to *strengthen the capacity of legal and policy players and entities to formulate and implement HIV-related laws and policies and to improve the policy and regulatory environment are:*

1   Build the capacity of leaders to advocate for an improved policy and regulatory environment and a sustained HIV/AIDS response
2   Strengthen the HIV-related legal environment by providing technical leadership and support in legal review and amendment processes, as necessary
3   Strengthen and improve the HIV-related policy environment through formation of collaborative partnerships with GRZ and other stakeholders and providing technical assistance
4   Support the development of policies to address GBV and HIV
5   Support policies to address alcohol and HIV
6   Support the development of the National Workplace HIV/AIDS policy and derived Public Sector workplace HIV/AIDS policies

7   Support Advocacy to improve HIV/AIDS legislation, policy formulation and resource allocation

8   Provide capacity building for the judiciary and law enforcement to appropriately manage HIV-related cases

9   Support to the mainstreaming of HIV/AIDS, gender and human rights into plans, programs and budgets

10   Support interpretation and alignment of customary and statutory law paradigms in chiefdoms as pertaining to HIV/AIDS

Objective 1: Expected Results by EOP

Table 1 below shows the expected SHARe II results by EOP under Objective 1.

Table 1: Expected SHARe II results under Objective 1 by 2015

Objective 1: Expected SHARe II Results by 2015
▪ Standardized HIV leadership talking-points developed and translated into five local languages
▪ 200 leaders trained in HIV response leadership and advocacy
▪ 2,000 judiciary and law enforcement officers trained in HIV-related case management
▪ All public sector ministries have workplace HIV policies that mainstream gender
▪ 10% of the 32 identified HIV-related pieces of legislation have advanced at least two levels from baseline in the legislation process, and Domestic Violence bill passed

Objective 2:   Principal Implementation Strategies and Expected EOP Results

Strengthen organizational and technical capacity of coordinating structures to sustain the HIV/AIDS response

Under this objective, SHARe II will strengthen the capacities of HIV/AIDS coordinating structures in the public and private sectors, selected umbrella civil society organizations and Chiefdoms to coordinate, manage, and implement the national and community-level HIV/AIDS responses. This will be achieved by providing technical assistance - supporting expansion of successful evidence-based interventions developed under SHARe I and elsewhere, use of best practices across sectors, and advising on the most efficient and effective use of resources.

Objective 2: Principal Implementation Strategies

SHARe II principal implementation strategies under Objective 2 are:

1   Strengthen the capacity of NAC to coordinate the national response

2   Strengthen the capacity of PATFs and DATFs to coordinate the provincial and district level response

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3 Strengthen capacity of selected civil society organizations to coordinate HIV/AIDS response

4 Strengthen capacity of decentralized and umbrella coordinating structures to promote HIV/AIDS technical excellence

5 Strengthen capacity of the public and private sectors to coordinate HIV/AIDS responses in their respective sectors

Objective 2: Expected Results by EOP

Table 2 below shows the expected SHARe II results by EOP under Objective 2.

Table 2: Expected SHARe II results under Objective 2 by 2015

Objective 2: Expected SHARe II Results by 2015
▪ 75% assisted organizations demonstrate improved capacity to meet defined performance standards
▪ 85% individuals trained demonstrate improved capacity to meet defined performance standards
▪ 50% supported organizations have written and implemented referral networks M&E procedures
▪ 1,500 individuals trained in HIV-related institutional capacity building
▪ 150 local organizations provided with HIV-related institutional capacity building

Objective 3: Principal Implementation Strategies and Expected EOP Results

Strengthen and expand HIV/AIDS workplace programs

Under this objective, SHARe II will expand access to workplace programs in the public, private, and informal sectors, and foster linkages and referral systems with community-level partners and implementers to expand access to HIV prevention, care, support and treatment services for employees, dependents and where feasible, to defined outreach communities, to reduce HIV-related employee absenteeism and, ultimately contribute to increased productivity.

Objective 3: Principal Implementation Strategies

SHARe II principal implementation strategies under Objective 3 are:

1 Promote a coordinated approach in all workplace programs, including defining a minimum core package and standardizing training materials

2 Expand and replicate efforts begun in SHARe I in the private sector including small, medium and large-scale businesses, and the informal sector to implement comprehensive workplace HIV/AIDS programs through provision of training support and technical assistance

3   Expand and replicate efforts begun in SHARe I in the public sector including continued support and expansion to additional line ministries, to implement comprehensive workplace HIV/AIDS programs through provision of training support and technical assistance

Objective 3: Expected Results by EOP

Table 3 below shows the expected SHARe II results by end of project under Objective 3.

Table 3: Expected SHARe II results under Objective 3 by 2015

Objective 3: Expected SHARe II Results by 2015
▪ 30% of supported public and private sector workplaces and 12% of informal sector workplaces will have HIV policies and programs with at least one of the four of the critical components
▪ 10% employees exposed to workplace HIV prevention programs demonstrating a reduction in sexual risk behaviors after 3 years
▪ 68% employees had HIV testing in the last 12 months and know their HIV status
▪ 400,000 people reached with workplace programs with at least one of four critical components
▪ 8,000 individuals reached with individual or small group prevention interventions

Objective 4:   Principal Implementation Strategies and Expected EOP Results

Strengthen collaboration and coordination of HIV/AIDS activities with the GRZ, USG-funded partners, and other stakeholders

Under this objective, SHARe II will provide technical assistance to GRZ through NAC to improve collaboration and coordination of the HIV/AIDS response across multiple partners and stakeholders, including providing support for joint-planning, developing and maintaining a monitoring system that will track leadership, legal and policy environment strengthening, coordinating structures strengthening activities, and support to improve monitoring and evaluation for national HIV/AIDS activities.

Objective 4: Principal Implementation Strategies

SHARe II principal implementation strategies under Objective 4 are as follows:

1   Support a systematic process of HIV/AIDS coordination led by NAC

2   Support joint planning with and buy-in of programs of HIV implementers and stakeholders to GRZ plans and strategies

3   Facilitate the development of a common M&E framework for national HIV activities.

4   Establish and maintain a mechanism for tracking leadership; legal and policy environment strengthening; and coordinating structures strengthening activities

Objective 4: Expected Results by EOP

Table 4 below shows the expected SHARe II results by end of project under Objective 4.

Table 4*: Expected SHARe II results under Objective 4 by 2015*

Objective 4: Expected SHARe II Results by 2015
▪ 75% planned NAC 'state of the HIV response' updates held
▪ A common NAC M&E framework for reporting for national HIV activities developed
▪ A simple tracking system on leadership, legal and policy environment strengthening, and coordinating structures strengthening activities developed and implemented.
▪ 85% workers in USG-funded bilateral programs report access to a defined menu of comprehensive health services, through workplace programs

III. Detailed FY11 Activity and Implementation Plan: January 1 – December 31, 2012

SHARe II Workplan: Building on SHARe Momentum and Successes

The SHARe II project will build on the momentum and successes achieved in SHARe and also utilize best practices and lessons learned to facilitate evidence-based and quick start-up of program implementation. The activities outlined in the SHARe II annual workplan are designed to take forward the highly successful strategies and approaches that worked well in SHARe I, focusing on replicating and scaling up those that have been shown to be effective based on evidence.

Annual Activity Plan for Objective 1

Strengthen and expand leadership involvement in HIV/AIDS and improve the policy and regulatory environment

HIV/AIDS Leadership Activities

A key lesson learned in SHARe I is that effective HIV/AIDS response leaders come from different levels of society (a former President, MPs, Chiefs, artists, musicians, beauty contestants, sportsmen, students etc.) and implementers have to be open to the needs of the populations they serve as well as what is required to support leadership from these different areas of society. Of particular importance is identifying the audience to be reached by each leadership group, and explore what vehicles are most effective and appropriate to deliver the action-oriented messages that achieve the desired change. Many Zambian leaders in a position to champion the fight against HIV are non-health actors. They must be provided with appropriate messages backed by current science and evidence, in order to ensure correct and consistent messaging. All activities carried out in the HIV/AIDS Leadership area will build on SHARe I and other successes, lessons learned and best practices in HIV/AIDS Leadership. SHARe II activities will take forward these effective interventions and activities to engage both previously identified and newly identified credible and effective leaders, role models and champions from different walks to take the intended HIV/AIDS messages and advocacy issues to their audiences and achieve the desired HIV prevention and health-seeking behaviors. A priority activity for SHARe II is the completion and publication of the HIV/AIDS Leadership messages began under SHARe, including adaption for use by different leadership categories and translation into local languages where feasible and appropriate.

Activities to Improve the HIV/AIDS Legal and Policy Environment

A lesson learned through SHARe I's work to improve the HIV/AIDS policy and legal environment is that policy and legal changes often take time to achieve and implement. Forward momentum requires the participation and agreement of many stakeholders and critically, the leadership and participation of GRZ's political and bureaucratic leaders, to be effective and accepted. Our approach and activities in SHARe II take into account this valuable lesson. We will work collaboratively with key stakeholders, and importantly form respectful partnerships with NAC, the MOH or other GRZ counterparts to ensure smooth and effective change-processes and thus, achieve program objectives. SHARe II activities in this area focus on three broad activity groups, building on work began under SHARe I.

i.   *Technical support to codify laws and formulate policies that support PLWHA and those affected by HIV/AIDS and support implementation of a comprehensive HIV/AIDS response*: SHARe II will continue to identify the specific issues that require legal reform and the laws that need codification and take the lead role in facilitating the process towards enactment, as well as spearheading review of the status of existing legislation and policies processes that have not been completed, and providing technical support to move them forward. This includes working with civil society organizations, PLWH groups and, USG implementers and other advocates to lead advocacy efforts in collaboration with and under the overall leadership of relevant GRZ institutions. Activities in this area include supporting review meetings and stakeholder consultations and providing technical support in drafting documents, as required by the responsible GRZ entity. In providing technical support for HIV-related policy formulation or review SHARe II will take a more active technical assistance role while ensuring that ownership and leadership remains with the GRZ entity that is supporting the policy. SHARe II activities are designed to capitalize on a very strong working relationship with NAC, MOH and MPs to move supportive HIV/AIDS legal and policy processes forward. Activities in this area are closely linked with SHARe II HIV/AIDS Leadership activities, utilizing and supporting HIV/AIDS legal and policy champions within and outside the legislature to raise awareness around topical HIV/AIDS issues such as willful transmission of HIV, GBV and local resource allocation to the national response, to help build a community groundswell for advocacy for HIV laws, policies and action.

ii.   *Technical Assistance to implement HIV-relate laws and policies*: Specific activities will be tailored to the specific law or policy, but in general will include TA in law and policy review, publication and dissemination, as appropriate. Where appropriate SHARe II will also provide technical assistance to NAC to develop tools to track and monitor the implementation of the supported laws and policies.

iii. *Training legal and law enforcement officers to handle HIV-related cases*: Building on work done under SHARe in this area, SHARe II will continue to expand efforts that provide both in-service and pre-service training of legal and aw enforcement officers to appropriately handle

HIV-related cases. Activities will include working with legal and law enforcement training schools to incorporate legal and policy issues related to HIV/AIDS in their curricula to ensure that pre-service officers receive appropriate training in handling HIV-related cases. For in-service legal and law enforcement officers, SHARe II will improve upon and use the HIV/AIDS Reference Materials for Judiciary in Zambia developed and published by SHARe as the basis for training. These materials were developed in collaboration with and have been accepted by the Judiciary in Zambia as the reference materials for HIV/AIDS in Zambia, which will greatly facilitate training activities.

Table 5 below shows the SHARe II Year I (FY 12) annual activities under **Objective 1** – these activities and those that will be carried out in subsequent years will cumulatively contribute towards the achievement of SHARe II expected results and deliverables.

Table 5: SHARe II 2012 Annual Work Plan for Objective 1 - Strengthen and expand leadership involvement in HIV/AIDS and improve the policy and regulatory environment

Tasks and Sub-Tasks	#	Planned Activities	Timeframe				Responsible: Leadership and Policy & Regulatory Environment (P&RE) units
			Q1	Q2	Q3	Q4	
SHARe II Task 1: Strengthen and expand leadership and improve the policy and regulatory environment	1.a	Sign overarching MOU with NAC to cover all four project Tasks	X	X			**DCOPs/COP – Mutinta, Michael, Muka**
	1.b	Agree mechanism of collaboration with other key stakeholders including MOH, CAPAH-Zambia, MOJ, GIDD, National Royal Foundation (NRF) and selected Chiefdoms, Public Service Management Division (PSMD), and Zambia Federation of Employers (ZFE)	X	X	X		**DCOPs/COP – Mutinta, Michael, Muka**
	1.c	Write, complete and sign MOUs with key stakeholder institutions and organizations (linked to activity 1.B), where appropriate, to clarify roles and guide activity implementation	X	X	X		**DCOPs/COP – Mutinta, Michael, Muka**
	1.d	Provide technical support and supervision to ZARAN and ZINGO HIV/AIDS programs under this Task	X	X	X	X	**DCOPs/COP – Mutinta, Michael, Muka**
	1.e	Write and submit at least 4 success stories and/or best practices for SHARe II to submit USAID	X	X	X	X	**Mutinta/Kalasa**

Tasks and Sub-Tasks	#	Planned Activities	Timeframe				Responsible: Leadership and Policy & Regulatory Environment (P&RE) units
			Q1	Q2	Q3	Q4	
Sub-Task 1.1: Actively engage and mobilize (catalyze) leadership (MPs, GRZ, Traditional, Religious, PLHIV and Other Influential Leaders) to increase participation in HIV/AIDS activities	**Identify leaders, and assess and foster leadership commitment and capability**						
	1.1.a	Develop concept note in leadership engagement for each leadership category (traditional, MPs, religious, musicians, young influential opinion leaders, permanent secretaries and female leaders)	X	X	X	X	Mutinta
	1.1.b	Conduct baseline assessment of HIV/AIDS Leadership capacity and participation including best practices	X	X	X	X	Mutinta/Kalasa
	1.1.c	Facilitate Community Development Action Planning (CoDAP) in Chiefdoms	X	X	X	X	Mutinta/Kalasa
	1.1.d	Provide HIV/AIDS leadership capacity building and training where necessary	X	X	X	X	Mutinta/Kalasa
	1.1.e	Strengthen Female leadership groups in the leadership constituencies	X	X	X	X	Mutinta/Kalasa
	1.1.f	Develop a plan of engagement for MPs with office of the clerk	X	X			Mutinta/Kalasa
	1.1.g	Design a strategy for engaging Parliamentarians with selected CLCs (Constituency Liaison Committees), linking the DATFs and Chiefs, towards an improved policy and legal environment related to HIV/AIDS				X	Mutinta/Kalasa
	1.1.h	Support social mobilization with selected HIV/AIDS leaders in chiefdoms	X	X	X	X	Mutinta/Kalasa
	1.1.i	Conduct HIV/AIDS leadership discussion forums with selected leaders at national and local levels		X	X	X	Mutinta/Kalasa
	1.1.j	Identify HIV/AIDS leadership champions from each sector and build HIV/AIDS leadership capacity	X	X	X	X	Mutinta/Kalasa
	1.1.k	Work with ZINGO to facilitate inclusion of HIV/AIDS in the curriculum for religious leaders pre-service training	X	X	X	X	Mutinta/Kalasa

Tasks and Sub-Tasks	#	Planned Activities	Timeframe				Responsible: Leadership and Policy & Regulatory Environment (P&RE) units
			Q1	Q2	Q3	Q4	
Sub-Task 1.1: Actively engage and mobilize (catalyze) leadership to increase participation in HIV/AIDS activities		**Build the capacity of leaders to transmit correct, up to date messages using their comparative advantage**					
	1.1.s	Complete HIV/AIDS Leadership Messages toolkit and printing	X				**Mutinta/Kalasa**
	1.1.t	Translate HIV/AIDS Leadership Messages toolkit into local languages	X	X	X	X	**Mutinta/Kalasa**
	1.1.u	Train leaders in leadership messaging and monitor and evaluate	X	X	X	X	**Mutinta/Kalasa**
Sub-Task 1.2: Strengthen the capacity of legal and policy entities to formulate and implement HIV-related laws and policies		**Build the capacity of leaders to advocate for a sustained HIV/AIDS response**					
	1.2a	Finalize development of the adapted HIV/AIDS advocacy toolkit	X	X			**Michael**
	1.2b	Conduct a TOT training for SHARe technical staff in HIV/AIDS advocacy	X	X			**Michael**
	1.2c	Participate in the first training of leaders in HIV/AIDS advocacy	X	X			**Michael**
	1.2d	Provide ongoing technical support to leaders in HIV/AIDS advocacy	X	X	X	X	**Michael**
		Strengthen the HIV-related legal environment by providing technical leadership and support in legal review and amendment processes					
	1.2e	Hold consultative meetings with partners and stakeholders in the area of HIV-related legislation and build consensus on which pieces to move forward and agree on collaboration.	X	X			**Justine**
	1.2f	Develop tracking and monitoring system for the identified pieces of HIV-related legislation	X	X			**Justine**
	1.2f	Determine status of the identified pieces of legislation	X	X	X	X	**Justine**
	1.2g	Support implementation of HIV legislation related activities	X	X	X	X	**Justine**
	1.2h	Define and document a simplified version of the process of codification of laws in Zambia in consultation with MOJ and Parliament	X	X			**Justine**
	1.2i	Work with partners and stakeholders to move priority pieces of legislation towards codification into law or revision as necessary	X	X	X	X	**Justine**

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Tasks and Sub-Tasks	#	Planned Activities	Timeframe				Responsible: Leadership and Policy & Regulatory Environment (P&RE) units
			Q1	Q2	Q3	Q4	
Sub-Task 1.2: Strengthen the capacity of legal and policy entities to formulate and implement HIV-related laws and policies		**Strengthen and improve the HIV-related policy environment through formation of collaborative partnerships with GRZ and other stakeholders and providing technical assistance**					
	1.2j	Identify HIV/AIDS related policies for SHARe II to work on	X	X	X	X	**Michael/Policy Mgr**
	1.2k	Develop tracking and monitoring system for the identified HIV-related policies	X	X			**Michael/Policy Mgr**
	1.2l	Determine status of the identified HIV-related policies and develop a plan of action for each	X	X	X	X	**Michael/Policy Mgr**
	1.2m	Provide technical support NAC to evaluate and to review the National HIV/AIDS Policy	X	X	X	X	**Michael/Policy Mgr**
	1.2n	Support NAC to develop a framework for policy development (particularly workplace policies)	X	X	X	X	**Michael/Policy Mgr**
		Support the development of policies to address GBV and HIV					
	1.2o	Hold consultative meeting with GIDD and NAC to agree on collaboration mechanisms	X	X			**Audrey**
	1.2p	Identify and engage partners working on Gender-Based Violence (GBV) to agree mechanisms of collaboration	X	X			**Audrey**
	1.2q	Provide technical support for costing and implementation of GIDD gender mainstreaming action plan [National Action Plan for Girls, Women in HIV/AIDS (NAP-GWHA)]	X	X	X	X	**Audrey**
	1.2r	Support NAC to host coordination meetings for the gender steering committee and the gender SAG	X	X	X	X	**Audrey**
	1.2s	Provide technical support to the implementation of collaborative activities and advocacy related to GBV	X	X	X	X	**Audrey/Michael**

Tasks and Sub-Tasks	#	Planned Activities	Timeframe				Responsible: Leadership and Policy & Regulatory Environment (P&RE) units
			Q1	Q2	Q3	Q4	
Sub-Task 1.2: Strengthen the capacity of legal and policy entities to formulate and implement HIV-related laws and policies		**Support policies to address alcohol and HIV**					
	1.2t	Support the MOH to host the alcohol policy steering committee	X	X	X	X	**Michael**
	1.2u	Provide technical support to MOH to finalize development of the Alcohol Policy	X	X	X		**Michael**
	1.2v	Track progress of the implementation of the Alcohol policy	X	X	X	X	**Michael/Policy Mgr**
	1.2w	Initiate and support the development of the Alcohol policy implementation plan	X	X	X	X	**Michael/Policy Mgr**
		Support the development of the National Workplace HIV/AIDS policy and derived Public Sector workplace HIV/AIDS policies					
	1.2x	Support NAC to form a steering committee for National HIV/AIDS workplace Policy	X	X			**Michael**
	1.2y	Spearhead development of the National HIV/AIDS workplace policy implementation plan	X	X	X	X	**Michael/Policy Mgr**
	1.2z	Support quarterly stakeholders forums for the development of the National HIV/AIDS workplace policy implementation plan	X	X	X	X	**Policy Mgr**
	1.2aa	Define process for development of HIV/AIDS workplace policies (and HIV policies in general)	X	X			**Policy Mgr**
	1.2bb	Conduct situational analysis on existing workplace HIV/AIDS policies in the public sector and selected private sector to inform workplace policy formulation in line with the national policy	X	X			**Policy Mgr**

Tasks and Sub-Tasks	#	Planned Activities	Timeframe				Responsible: Leadership and Policy & Regulatory Environment (P&RE) units
Sub-Task 1.2: Strengthen the capacity of legal and policy entities to formulate and implement HIV-related laws and policies		**Support advocacy to improve HIV/AIDS legislation, policy formulation and resource allocation**					
	1.2cc	Consult with stakeholders to develop an advocacy priority list	X	X			**Michael/Policy Mgr**
	1.2dd	Support capacity building about the government budgeting process for civil society and other leaders to promote advocacy for increased resource allocation for HIV/AIDS	X	X	X	X	**Michael/Policy Mgr**
		Provide capacity building for the judiciary and law enforcement to appropriately manage HIV-related cases					
	1.2ee	Initiate in-service capacity building for the judiciary and law enforcement to appropriately manage HIV-related cases	X	X	X	X	**Justine/Legal Mgr**
	1.2ff	Finalize revision and print HIV/AIDS reference materials for the judiciary in Zambia	X	X			**Justine/Legal Mgr**
	1.2gg	Revise and print HIV/AIDS training materials for the law enforcement in Zambia to include case management of HIV/AIDS cases	X	X			**Justine/Legal Mgr**
	1.2hh	Hold consultative meetings to integrate HIV-related case management into pre-service training curricula	X	X			**Justine/Legal Mgr**
	1.2ii	Support a stakeholders meeting of legal curricular development centers and training institutions for legal practitioners and law enforcement officers to discuss the developed concept paper on integrating HIV/AIDS in pre-service training (including GBV)	X	X	X	X	**Justine/Legal Mgr**
	1.2jj	Conduct activities to integrate HIV/AIDS into pr-service training curricula	X	X	X	X	**Justine/Legal Mgr**

Tasks and Sub-Tasks	#	Planned Activities	Timeframe				Responsible: Leadership and Policy & Regulatory Environment (P&RE) units
Sub-Task 1.2: Strengthen the capacity of legal and policy entities to formulate and implement HIV-related laws and policies		**Support to the mainstreaming of HIV/AIDS, gender and human rights into plans, programs and budgets**					
	1.2kk	Support NAC and GIDD to review the HIV/AIDS mainstreaming toolkit to include gender and human rights	X	X			**Audrey/Policy Mgr**
	1.2ll	Train Trainers of Trainers in HIV/AIDS, gender and human rights mainstreaming	X	X	X	X	**Audrey/Policy Mgr**
	1.2mm	Support appropriate HIV/AIDS, Gender, and Human Rights mainstreaming in the public sector, private sector and civil society	X	X	X	X	**Audrey/Policy Mgr**
	1.2nn	Strengthen system for tracking HIV/AIDS, human rights and gender mainstreaming in the public sector for use by NAC	X	X	X	X	**Audrey/Policy Mgr**
	1.2oo	Improve Gender score card	X	X	X	X	**Audrey/Policy Mgr**
		Support interpretation and alignment of customary and statutory law paradigms in chiefdoms as pertaining to HIV/AIDS					
	1.2pp	Integrate a chapter in the SHARe II leadership training manual	X	X			**Justine/Legal Mgr**
	1.2qq	SHARe II Legal unit to make presentations at key fora including chiefdoms and participating in the trainer of trainers	X	X	X	X	**Justine/Legal Mgr**
	1.2rr	Undertake process to repeal the Deceased Brother's Marriage Act	X	X	X	X	**Justine/Legal Mgr**
	1.2ss	Technical Support in the review of Chiefs Act, Villages (Registration and Development) Act and the Local government Act	X	X	X	X	**Justine/Legal Mgr**
Sub-Task 1.3: Documentation/ Communication	1.3a	Document lessons learned, success stories and best practices from leadership and policy and legal work	X	X	X	X	**Muitnta/Michael**

Annual Activity Plan for Objective 2:

Strengthen organizational and technical capacity of coordinating structures to sustain the HIV/AIDS response

A critical lesson learned from SHARe I is that public sector and local NGO/CBO partners perform better with tailored, results-oriented institutional capacity building and systems strengthening. The SHARe I project developed an Organizational Capacity Assessment (OCA) tool and process to help public sector institutions (NAC, Line Ministries and other GRZ institutions) and civil society organizations to assess their institutional capacities to implement and carry out their HIV-related mandates. The OCA tool provides standards for key management components against which institution and organization teams are able to measure their current status and develop action or performance improvement plans to address challenges and, as necessary, seek appropriate technical assistance to improve from outside the institution or organization.

SHARe I supported NAC and its decentralized structures (PATFs and DATFs) to conduct annual OCAs to assess institutional capacities to manage and coordinate the national HIV/AIDS response. Based on OCA results, SHARe also provided technical support for capacity improvement in some areas such as strategic planning and operational planning. SHARe's endline evaluation showed that the overall average capacity to manage and coordinate the HIV/AIDS response for all the 72 DATFs in Zambia was 64% at endline, compared to 25% at baseline. Some DATFs used the OCA process to obtain stakeholder buy-in into DATF plans and programs and the OCA results to broaden the funding base for District HIV/AIDS programs and activities, including resource mobilization from the private sector. Additionally, SHARe I sub-granted to 33 local NGO/FBO/CBO partners to implement programs. While most of them were fairly well-established organizations at start-up, nearly all of them had very weak institutional capacities with no strategic plans or operational plans, and very weak financial, management and M&E systems. Through its coordinating structures, M&E, and Finance and Admin units, SHARe I provided TA to these organizations leading to major improvements in both program implementation and organizational sustainability.

SHARe II implementation strategies and activities build on SHARe successes, including the OCA best practice. SHARe II provides technical support to implement the OCA process to selected public sector, private sector and civil society partners, as a means to improve management, implementation and coordination of HIV/AIDS activities. For NAC and its decentralized structures, SHARe II activities focus significantly on building the capacity of District AIDS Task Forces (DATFs) to coordinate the HIV/AIDS response, and include mentoring counterpart NAC and PATF staff to implement the OCA process for the DATFS. A key strategy under SHARe I to encourage improvement was to use the DATFs that performed excellently as learning sites for the DATFs that faced performance challenges, to great effect. SHARe II activities incorporate this best practice. SHARe II activities expand on the DATF OCA to include piloting a DATF OCA-certification process, which if successful, will provide evidence for NAC

and partners to take it to scale. The OCA-certification process not only assesses institutional capacities and systems, but also assesses quality of services provision, helping to provide evidence institutional capacity strengthening and technical capacity strengthening.

Table 6 below shows the SHARe II Year I (FY 12) annual activities under *Objective 2* – these activities and those that will be carried out in subsequent years will cumulatively contribute towards the achievement of SHARe II expected results and deliverables.

Table 6*: SHARe II 2012 Annual Work Plan for Objective 2 - Strengthen capacity of coordinating structures to sustain the HIV/AIDS response*

Tasks and Sub-Tasks	#	Planned Activities	Timeframe				Responsible: Coordinating Structures (CS) Unit
			Q1	Q2	Q3	Q4	
SHARe II Task 2: Strengthen organizational and technical capacity of coordinating structures to sustain the HIV/AIDS response	**2.a**	Undertake ongoing environmental scanning to identify key stakeholders involved in HIV/AIDS coordinating structures activities			X		**Stan/Michael**
	2.b	Undertake ongoing collaboration with other stakeholders to avoid duplication of efforts			X	X	**Stan/Michael**
	2.c	Write and submit at least 4 success stories and/or best practices for SHARe II to submit USAID			X	X	**Stan**
Sub-Task 2.1: Strengthen the capacity of NAC to coordinate the national HIV/AIDS response	**2.1a**	Engage NAC to agree to scope of work related to this task for 2012	X				**Stan**
	2.1b	Provide technical assistance to NAC to address needs in management of coordination functions identified in last OCA and other assessments	X	X	X	X	**Stan**
	2.1c	Prepare, conduct and provide feedback and recommendations on an enhanced, tailored, forward-looking Organization Capacity Assessment (OCA)/Technical Needs Assessment	X	X		X	**Michael/Stan**
	2.1d	Through NAC Secretariat, identify NAC Board technical support needs in managing the coordination functions of NAC and develop plan of action	X	X			**Michael/Stan**
	2.1e	Complete ongoing environmental scan of coordinating structures, finalize stakeholders directory and agree on mechanisms for collaboration with other stakeholders who are supporting coordinating structures to avoid duplication of efforts	X				**Stan**

Tasks and Sub-Tasks	#	Planned Activities	Timeframe				Responsible: Coordinating Structures (CS) Unit
			Q1	Q2	Q3	Q4	
Sub-Task 2.2: Strengthen capacity of PATFs, DATFs to coordinate the provincial and district level response	2.2a	Develop, pilot and implement OCA-certification process	X	X			**Max/Anna**
	2.2b	Continue to provide technical support for OCA-related processes as needed	X	X	X	X	**Stan/Charles**
	2.2c	Support NAC to roll-out the DATF framework/guidance for strategic planning	X	X			**Clement/Kelly**
	2.2d	Provide technical assistance to PATFs/DATFs (where feasible and as defined by assessments (OCA, certification, SP, etc.) for improving coordination and technical capacities	X	X	X	X	**Kelly, Clement, Max**
	2.2e	Collaborate with other NAC M&E partners to provide technical support to improve PATF/DATF capacity in reporting and using data for decision-making		X			**Kelly, Clement, Max**
	2.2f	Support coordinating structures to develop/ improve district- and provincial-level HIV-related health and social services referral systems and networks	X	X			**Stan/Charles**
Sub-Task 2.3: Strengthen the capacity of civil society organizations to coordinate, manage and implement the HIV/AIDS response	2.3a	Engage selected civil society organizations/ traditional structures to agree on scopes of work and sign MOUs where applicable	X	X	X	X	**Anna, COD Mgr, Charles**
	2.3b	Provide capacity building support to selected civil society organizations and Chiefdoms as defined by assessment processes	X	X	X	X	**Anna, COD Mgr, Charles**
	2.3c	Provide capacity building, technical support and mentorship to NZP+	X	X	X	X	**Anna, COD Mgr, Charles**
	2.3d	Provide technical support to NZP+ District Chapters	X	X	X	X	**Anna, COD Mgr, Charles**

Tasks and Sub-Tasks	#	Planned Activities	Timeframe				Responsible: Coordinating Structures (CS) Unit
			Q1	Q2	Q3	Q4	
Sub-Task 2.4 Strengthen capacity of coordinating structures to promote HIV/AIDS technical excellence	2.4a	District orientations on key HIV programming and management components		X	X		**Anna, Kelly, Clement, Max**
	2.4b	Support umbrella coordinating structures to promote technical excellence (coordinate with ZPI and other key USG partners)	X	X	X	X	**Anna & Stan**
	2.4c	Link coordinating structures – especially DATFs – with technical support on meaningful participation of PLHIV, gender, human rights and advocacy from ZARAN and other partners and SHARe II objectives		X	X		**Stan (Rose, Audrey & Justin)**
Sub-Task 2.5 Strengthen capacity of the public and private sectors to coordinate HIV/AIDS response in their respective sectors	2.5a	Provide capacity building to PSMD, ZFE, LTA and informal sector partner to be identified by Objective 3	X	X	X	X	**COD Mgr, Anna & Charles**
	2.5b	Promote public and private sector involvement in district- and provincial-level multi-sectoral HIV-related referral systems and networks	X	X	X	X	**Kelly, Clement, Max**
Sub-Task 2.6: Documentation and Communication	2.6a	Document lessons learned, success stories and best practices from the OCA-certification process and other CS work	X	X	X	X	**Stan, Max, Anna**

Annual Activity Plan for Objective 3

Strengthen and expand HIV/AIDS workplace programs

SHARe I carried out Baseline and Endline knowledge, attitude and practice (KAP) surveys and situation analyses to evaluate the outcomes and impact of the implementation of workplace HIV/AIDS programs. The findings from these studies show where the programs achieved desired HIV-related behavior change such as increase in uptake of CT (68.3% of workers had had an HIV test and received their test results at endline compared to 22.5% at baseline) and where challenges in achieving desired behavior change still remain such as very low consistent use of condom both at baseline and at endline (only 26.7% of workers were correctly and consistently using condoms at endline compared to 20.9% at baseline).

These data have informed SHARe II's program strategy and action in this area. For instance, appropriate implementation strategies have been adopted to capitalize on gains already made to further increase CT uptake and to increase correct and consistent use of condoms e.g. scaling-up couple counseling and greater involvement PLHIV in programs through the Positive Action by Workers (PAW) initiative. Other evaluations carried out by SHARe that have informed SHARe II program strategy and activities include the evaluation of the SHARe Gender and Sexuality in HIV/AIDS (GESHA) program which assessed the effectiveness of integrating the gender and sexuality approach into traditional HIV/AIDS programs. The results from the GESHA evaluation show that programs that integrate gender and sexuality are more effective in both generating greater participation in HIV/AIDS programs as well as achieving desired behavior change.

Additionally, a key result of implementing comprehensive workplace HIV/AIDS programs that included appropriate linkage to care and treatment services has been the improvement in general employee health and the reduction in absenteeism in many workplaces. This has resulted in a switch in priorities by many workplaces to have more integrated health programs that address HIV and other related issues. Additionally, many workplaces recognize the benefit of workplace HIV/AIDS programs for their workers and would prefer that these programs also reach workers' families and where possible, defined communities where they draw their worker from. We have incorporated these lessons into the SHARe II workplace HIV/AIDS programs strategy and activities. While workplace HIV/AIDS programs activities still maintain a clear focus and emphasis HIV prevention and linkage to services, we have integrated other health information and services e.g. family planning, based on the needs and requirements of each workplace, to meet their employee wellness requirements, as much as possible. Where possible and preferred, SHARe II activities have also included extending workplace HIV/AIDS to outreach communities for workplaces where worker communities are easily defined like the Zambia Police Service who live in police camps and some Tourism HIV/AIDS public-private partnership (PPP) workplaces that draw their workers from defined surrounding communities.

Table 7 below shows the SHARe II Year I (FY 12) annual activities under **Objective 3** – these activities and those that will be carried out in subsequent years will cumulatively contribute towards the achievement of SHARe II expected results and deliverables.

Table 7: *SHARe II 2012 Annual Work Plan for Objective 3 - Strengthen and expand HIV/AIDS workplace programs*

Tasks and Sub-Tasks	#	Planned Activities	Timeframe				Responsible: Workplace Programs (WP) Unit
			Q1	Q2	Q3	Q4	
SHARe II Task 3: Strengthen and expand HIV/AIDS workplace programs							
Sub-Task 3.1: **Promote a coordinated approach in all workplace programs, including defining a minimum core package and standardizing training materials**	3.1a	Finalize, seek approval and dissemination of defined core package of services to be supported by SHARe II public and private sector workplace programs	X				**Simon/Mutinta**
	3.1b	Provide TOT on core package, acceptable standards, monitor and give feedback on benchmarks to workplace programs to ensure quality	X	X			**Simon/Ben/Rose/Pule/Luka**
	3.1c	Introduce and or scale-up the Gender, Sexuality and HIV/AIDS (GESHA) programs within public and private sector workplace programs	X	X	X	X	**Simon/Audrey**
	3.1d	Introduce and scale-up PAW programs within public and private sector workplace programs	X	X	X	X	**Rose/Simon**
	3.1e	Work with public sector SHARe II supported partners to align and update existing HIV/AIDS workplace policies reviewed and assessed in Y1 (*Ministries of Home Affairs; Justice; Commerce, Trade, and Industry; Finance; GIDD; Agriculture and Livestock; Transport communication; Works and Supply and Transport; Labor, Sport and Youth, and ZAWA*)	X	X			**Simon/Ben/Pule/Luka/Michael**
	3.1f	Continue to build capacity for ZFE to coordinate the private sector HIV/AIDS workplace	X	X	X	X	**Simon/Michael**
	3.1g	Work with the tripartite (ZFE, Trade unions and Ministry of Labor) to harmonize HIV/AIDS workplace policies	X	X	X	X	**Simon/Michael/Mutinta**

Tasks and Sub-Tasks	#	Planned Activities	Timeframe				Responsible: Workplace Programs (WP) Unit
			Q1	Q2	Q3	Q4	
Sub-Task 3.1: Promote a coordinated approach in all workplace programs, including defining a minimum core package	3.1h	Develop standard operating procedures for engaging workplace programs and integrating wellness and HIV/AIDS programs	X	X			**Simon/Kim/ Michael**
	3.1i	Identify innovative ways to use routinely collected information to describe, document and disseminate the cost-benefit of selected workplace HIV/AIDS programs	X		X	X	**Simon/Kim/Pule/Ben/Luka**
	3.1j	Explore feasibility of mainstreaming HIV/AIDS into the plans and programs of the Zambia Federation of Employers (ZFE), Unions and Labor Ministry tripartite for high-level program ownership	X	X			**Simon/Luka**
Sub-Task 3.2: Expand and replicate efforts in the private sector including small, medium and large-scale businesses, and the informal sector	3.2a	Work with ZFE to increase high-level private sector engagement and participation in workplace HIV/AIDS programs		X	X	X	**Simon/Luka**
	3.2b	Tailor and implement strategies including core package of services and monitoring and reporting to suit specific sector workplace programs	X	X	X	X	**Simon/Ben/Pule/Luka/Rose**
	3.2c	Provide technical support and build capacity for HIV/AIDS mainstreaming in existing (15) the and new (10) tourism PPP	X	X	X	X	**Simon/Luka**
	3.2d	Work with LTA to establish and provide technical assistance to the proposed PPP CEOs Forum	X	X		X	**Simon/Mutinta/Muka**
	3.2e	Identify an additional local NGO to implement HIV/AIDS workplace programs in the informal sector (markets)	X				**Simon/Mutinta/Muka/Louise**
	3.2f	Provide technical support and supervision to ZHECT and LEAD Program-Zambia HIV/AIDS workplace programs	X	X	X	X	**Simon/Muka/Louise/Luka**
	3.2g	Review the social responsibility policies in view of the HIV/AIDS priorities in large enterprises within the private sector, with ZFE		X	X		**Simon/Michael/Luka**
	3.2h	Support NAC's advocacy with the PSMD and the Inter-Ministerial HIV/AIDS Forum (IMASF) to finalize the job description for (Focal Point Persons (FPPs) and Peer Educators in the public sector	X	X			**Simon/Charles/Michael**

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Tasks and Sub-Tasks	#	Planned Activities	Timeframe				Responsible: Workplace Programs (WP) Unit
			Q1	Q2	Q3	Q4	
Sub-Task 3.3: Expand and replicate efforts in the public sector including continued support and expansion to additional line ministries	3.3a	Support NAC to engage the PSMD to appoint for a full time position to coordinate HIV/AIDS programs in the public sector	X	X			**Simon/Charles/Michael**
	3.3b	Support line ministries to tailor and implement strategies including core package of services and monitoring and reporting to suit specific sector workplace programs	X	X	X		**Simon/Ben/Pule/Luka/Rose**
	3.3c	Introduce and or scale up HIV/AIDS and wellness workplace programs in Prison service to include inmates.	X	X	X		**Simon/Ben/Pule/Luka/Rose**
Sub-Task 3.4: Documentation and Communication	3.4a	Document lessons learned, success stories and best practices from SHARe II workplace HIV/AIDS programs	X	X	X	X	**Simon**

Annual Activity Plan for Objective 4

Strengthen collaboration/coordination of HIV/AIDS activities with GRZ, USG partners, and other stakeholders

Institutions and organizations with limited resources must have strong and effective management, planning, and coordination skills to ensure efficient use of the available resources. As an under-resourced body, NAC has staffing and resource gaps that affect its capacity to guide the national response, and as a key partner providing support to NAC to strengthen coordination and implementation of the national response, SHARe II keenly aware that lack of consistent resources does hamper NAC's ability to follow through on their strategies and activities. This important lesson learned through SHARe I will guide SHARe II support approaches and activities in this area. As a broad strategy, SHARe II will assign key technical staff to add necessary skills to NAC's human resources, as well as providing senior technical support and mentorship to NAC counterparts. In order that SHARe II activities not only build on existing successes and capacities, but also fit into a broader national HIV response, SHARe II will build on the SHARe I's successes and best practices to foster partnerships with existing and new NAC partners (including USG partners) so that support is additive or multiplicative rather than duplicative, including through pursuing opportunities for joint implementation of activities.

Specifically, SHARe II activities will expand on work began under SHARe I to:

- Improve NAC's national HIV/AIDS response coordination effectiveness and NAC's communication with donors, implementers, GRZ and other players through supporting NAC to host regular stakeholder meetings (2-3 times per year) at the national and sun-national levels to provide updates on the state of the national and local HIV/AIDS responses, respectively, and gather input from participants to help improve performance, with the expected result that donors, implementers and other key players in the response, at both national and sub-national levels, will become more aware of the policy, strategic, operational expectations and milestones of NAC in the HIV/AIDS response, and align their policies, strategies, and action plans to NAC through joint planning, and through regular and improved communication.

- Work with other partners to build consensus on a common M&E framework for reporting for national HIV activities such as VCT day, traditional ceremonies and other social mobilization events, including designing tools for reporting that will feed into the national M&E system.

- Participate in multi-partner efforts to provide technical support to NAC to build on current efforts to implement a resource tracking system that can undertake regular and comprehensive mapping of activities at every level (national, provincial, district, and community levels) of the national response and use the NASF as baseline to identify technical, programmatic, funding, and geographical gaps and needs, and thus guide the response by GRZ, donors and implementers, and importantly, provide information for current and concise updates on the state of the HIV/AIDS response in Zambia to use to advocate for increased resource allocation by Parliament and GRZ, for the national HIV/AIDS response

- Develop and maintain a monitoring system that will track leadership, legal and policy environment strengthening, coordinating structures strengthening activities, including developing a shared tracking and monitoring system with common indicators for leadership, legal and policy environment strengthening, and coordinating structures strengthening activities to allow for cross-program reporting, sharing, and learning

- Collaborate with other USG-funded partners across sectors to build and establish workplace health programs that include a menu of workplace-based wellness services and referrals; SHARe II will provide technical assistance bringing lessons learned in SHARe I to bear, with the expectation that supported USG partners will fund and manage their own programs.

Table 8 below shows the SHARe II Year I (FY 12) annual activities under *Objective 4* – these activities and those that will be carried out in subsequent years will cumulatively contribute towards the achievement of SHARe II expected results and deliverables.

Table 8*: SHARe II 2012 Annual Work Plan for Objective 4 - Strengthen collaboration/coordination of HIV/AIDS activities with GRZ, USG partners, & other stakeholders*

Tasks and Sub-Tasks	#	Planned Activities	Timeframe				Responsible: All Technical Units
			Q1	Q2	Q3	Q4	
SHARe II Task 4: Strengthen the collaboration of coordination of HIV/AIDS activities with the GRZ, USG funded partners and other stakeholders	4.a	Engage NAC to design and agree scope of work for 2012, including modalities for involving Ministry of Health	X	X	X	X	**DCOPS/COP - Mutinta, Michael, Muka**
	4.b	With NAC, develop and emphasize effective coordination strategies with key stakeholders and partners (Ministry of Justice, GIDD, private sector, PLHIV representatives, relevant Parliamentary Committees, etc.)	X	X			**DCOPS/COP - Mutinta, Michael, Muka**
	4.c	Orient NAC and MOH on NAC Act to foster understanding of coordination and implementation roles, respectively	X	X			**DCOPS/COP - Mutinta, Michael, Muka**
Sub-Task 4.1: Support joint planning and buy-in to GRZ plans/strategies by implementers & stakeholders	4.1a	Provide technical support to and/or participate in NAC's joint national and sub-national planning					**Muka/Michael**
	4.1b	Support NAC to host 'state of the HIV/AIDS response' technical and update meetings with stakeholders					**Muka/Kalasa/Michael/Mutinta**

Tasks and Sub-Tasks	#	Planned Activities	Timeframe				Responsible: All Technical Units
			Q1	Q2	Q3	Q4	
Sub-Task 4.1: Support joint planning and buy-in to GRZ plans/strategies by implementers & stakeholders	4.1c	With other NAC partners, participate in resource tracking, including system review, updating and implementation					**Muka/Michael**
	4.1d	Support NAC to develop an advocacy plan for increased resource allocation by GRZ for HIV/AIDS					**Muka/Kalasa/Michael/Mutinta**
	4.1e	Participate in efforts by NAC and the Parliamentary Committee on Health to establish independent funding for HIV/AIDS					**Muka/Kalasa/Michael/Mutinta**
	4.1f	Participate and support NAC in ongoing activities such as theme groups and JAPR as needed	**X**	**X**	**X**	**X**	**Stan/Michael**
Sub-Task 4.2: Facilitate the development of a common M&E framework for national HIV activities	4.2a	Develop M&E framework for reporting national HIV/AIDS activities and events (World AIDS Day, VCT, traditional ceremonies etc.) in collaboration with NAC and partners	**X**	**X**	**X**	**X**	**Kim/Peter**
	4.2b	Provide technical support to NAC to manage and update the M&E framework for national HIV/AIDS events reporting	**X**	**X**	**X**	**X**	**Kim/Peter**
Sub-Task 4.3: Establish and maintain a mechanism for tracking leadership, legal and policy environment strengthening, coordinating structures strengthening activities	4.3a	Review current tracking and reporting systems for leadership, policy and legal environment and coordinating structures strengthening	**X**	**X**			**DCOPS/Kim/Peter**
	4.3b	Develop tracking system for leadership, policy and legal environment and coordinating structures strengthening activities		**X**	**X**		**DCOPS/Kim/Peter**
	4.3c	Implement tracking system for leadership, policy, and legal environment and coordinating structures strengthening activities in the project			**X**	**X**	**DCOPS/Kim/Peter**

Tasks and Sub-Tasks	#	Planned Activities	Timeframe				Responsible: All Technical Units
			Q1	Q2	Q3	Q4	
Sub-Task 4.4: Collaborate with USG-funded programs on workplace wellness programs	**4.4a**	Engage USAID partners to assess current workplace HIV/AIDS and wellness programs	X	X	X	X	**DCOPS/Workplace**
	4.4b	Provide technical support to USAID to implement workplace HIV and wellness programs	X	X	X	X	**DCOPS/Workplace**
	4.4c	Implement SHARe II HIV/AIDS workplace program	X	X	X	X	**Pitha/Simon/Rose**
	4.4d	Support the development of sub-partner (LEAD, ZINGO, ZARAN) HIV/AIDS workplace program	X	X	X	X	**DCOPS/Workplace**
Sub-Task 4.5: Documentation and Communication	**4.5a**	Document lessons learned, success stories and best practices from SHARe II Task 4 programs	X	X	X	X	**Muka/Kalasa**

Annual Activity Plan for Cross-cutting Project Areas

Support Services – COP, Finance and Administration, and Monitoring and Evaluation (M&E) and Communication and Documentation

Table 9: SHARe II 2012 Annual Work Plan for cross-cutting/support project areas

Support Service Area	#	Planned Activities	Q1	Q2	Q3	Q4	Responsible: Senior Management
Program Management Coordination	5.a	Plan activities and agree Year 2 scopes of work with local partners LEAD, ZARAN, ZINGO, ZHECT				X	**FA/DCOPs/COP –** Lou, Mutinta, Michael, Muka
	5.b	Work closely and collaboratively with local partners LEAD, ZARAN, ZINGO, ZHECT to carry out activities	X	X	X	X	**FA/DCOPs/COP –** Lou, Mutinta, Michael, Muka
	5.c	Agree 2012 scope of work with NAC, write and sign overarching MOU for all four Tasks			X	X	**DCOPs/COP –** Mutinta, Michael, Muka
	5.d	Identify other local implementing partners, agree Year 2 scopes of work and work collaboratively to implement activities			X	X	**FA/DCOPs/COP –** Lou, Mutinta, Michael, Muka
	5.e	Hold monthly technical updates for SHARe II partners to support technical excellence and quality	X	X	X	X	**FA/DCOPs/COP -** Mutinta, Michael, Muka
Monitoring and Evaluation (M&E)	5.g	Manage and maintain SHARe II M&E system	X	X	X	X	**M&E –** Kim
	5.h	Baseline study data collection, analysis report writing, publication and dissemination	X	X			**M&E –** Kim
	5.i	Develop and implement tracking system for leadership, policy and legal environment and coordinating structures strengthening activities			X	X	**M&E –** Kim **DCOP/Tech** – Michael
	5.j	M&E Training and support to SHARe II implementing Partners	X	X	X	X	**M&E –** Kim
	5.k	Training and support to DATFs/PATFs/NAC around M&E	X	X	X	X	**M&E –** Kim

Support Service Area	#	Planned Activities	Timeframe				Responsible: Senior Management
			Q1	Q2	Q3	Q4	
Finance and Administration (F&A)	5.m	Continue providing F&A support to all program areas including procurement, financial reporting and budget management	X	X	X	X	FA/COP – Louise/Muka
	5.n	Shortlist, conduct interviews and hire staff for remaining few staff positions	X	X			FA/COP – Louise/Muka
	5.o	Oversee sub-granting processes including pre-funding assessments for any identified additional local sub-partners	X	X			FA – Louise
	5.p	Sub-grant to partners (LEAD, ZARAN, ZINGO, ZHECT) and provide ongoing F&A oversight	X	X	X	X	FA – Louise
	5.q	Provide ongoing support to four key sub-partners (LEAD, ZARAN, ZINGO, ZHECT) in the area of financial and administrative management of USAID contracts with a view to assist partners attain future prime partner status	X	X	X	X	FA – Louise
Improve SHARe II Communication and Documentation	5.r	Find workable mechanism for staffing the communication and documentation unit	X	X	X	X	Kim, COP
	5.s	Develop a communication and documentation strategy for SHARe II	X	X			Kim, COP
	5.t	Ensure that each of the four technical components writes and submits **at least 4** success stores/best practices	X	X	X	X	Kim, COP

IV. Monitoring and Evaluation (*a more comprehensive M&E Plan has been submitted to USAID*)

SHARe II's long term goal is to reduce the impact of the HIV/AIDS epidemic on Zambians through contributing to the achievement of four USAID/Zambia SO9 Intermediate Results: (1) Reduced transmission of HIV (2) Improved Care and Support for People living/affected by HIV/AIDS (3) Strengthened capacity of key sectors to mitigate the HIV/AIDS Impact, and (4) Improved policy and regulatory environment.

SHARe II's monitoring and evaluation (M&E) system continuously informs SHARe II, USAID, program beneficiaries and other key stakeholders on progress towards achieving the objectives through implementation of annual activity plans. The M&E system will ultimately provide data and information to measure the impact that the project is having on the intended population. Building on lessons learned from SHARe, the M&E staff is integrated into the technical teams to create a culture where monitoring and evaluation is integral to the technical strategy as well as to daily implementation of activities. This ensures that real-time progress made towards project targets is available and reviewed by SHARe II staff and managers, and external feedback is provided to all relevant partners.

The SHARe II program activities will be continuously monitored and evaluated through the collection of both output and outcome indicators. To minimize burden, whenever possible, process monitoring and outputs will be conducted through self-administered tools which will generate many key outputs such as number of individuals reached, number of trainings conducted and number of people trained, and number of institutions provided with technical support. Evaluation will focus on measuring project outcomes, including in the areas of policy adoption and implementation, local resource allocation to the HIV/AIDS response, HIV/AIDS leadership and advocacy, coordination of the HIV/AIDS response and levels of worker absenteeism related to HIV/AIDS. Data will be collected and tracked in the SHARe II performance-monitoring database, which will have a series of reports that can be run by any of the SHARe II staff to compare progress made towards an indicator target. The SHARe II M&E Plan has been submitted to USAID and provides a more detailed description of the project M&E system, indicators and deliverables.

V. Finance and Admin

Anticipated International Travel for Pre-approval

We are submitting the following anticipated international travel requests for SHARe II for pre-approval:

Table 10: Planned Work-related International Travel for FY12 for Pre-approval

#	From - To	Who	Approximate Dates (2012)	Reason/Justification
1.	Boston – Lusaka	TBD (1)	March	STTA from SHARe II partner Initiatives Inc. on Implementation of a OCA-Certification process for DATFs
2.	Boston – Lusaka	TBD (1)	April - June	STTA from JSI/Boston on M&E and Documentation
3.	Lusaka – DC	TBD (4)	July	XIX International HIV/AIDS Conference
4.	Boston Lusaka	TBD (1)	July	STTA from SHARe II partner Initiatives Inc. on expanded NAC OCA
5.	Lusaka – Boston	COP	August	Attend JSI International Division HIV/AIDS and M&E Meeting and COP/Senior HIV/AIDS Advisor Meeting
6.	Lusaka - DC	TBD (2)	August	Attend JSI International Division HIV/AIDS and M&E Meeting
7.	Boston Lusaka	TBD (1)	September	STTA from SHARe II partner Initiatives Inc. Implementation of a OCA-Certification process for DATFs
8.	Lusaka - Boston	TBD (1)	October	STTA from JSI/Boston on M&E and Documentation
9.	Lusaka - Boston	SHARe II Senior HIV/AIDS Advisor	October	STTA from JSI/Boston on project strategy and direction

Estimated Monthly Funding Requirements during the Upcoming Period of Implementation, through December 2012

Table 11*: Estimated costs and average burn rate for the year: January 1 – December 31, 2012*

Estimated Costs	US$
Estimated Average Burn Rate 1 January - 31 December 2012	$ 510,000

VI. Reports and Deliverables

Deliverables Schedule

As per the Contract, SHARe II will compile and submit deliverables to USAID as follows:

Table 12: *SHARe II 2012 deliverables schedule*

	Deliverable	Due Dates
1.	Annual Workplans	15 December, 2010 – 2015
2.	Quarterly Progress Reports	30 October, 30 January, 30 April, 30 July
3.	Semi-Annual Progress Reports	30 April, 2011 – 2015
4.	Annual Progress Reports	30 October, 2011 – 2015
5.	Annual Country Operational Plans (COPS)	30 September 2011 – 2015
6.	Semi-Annual and Annual progress reports against approved indicators	30 April & October, 2011 – 2015

Final Report

The final report is due in February 2016